



# **CENTER FOR DOMESTIC PREPAREDNESS**



## **FEDERAL RESPONDER HANDBOOK**

**“The entire training experience at the CDP is...professional, safe, and effective. The only hands on training that I am aware of that would be more realistic than at the CDP would be an actual terrorist incident.”**

**Robert Burke, Firehouse Magazine, September 1999.**

**This handbook is provided to all responders scheduled to attend courses at the Center for Domestic Preparedness.**

**It will answer many of your questions about what to expect regarding attendance and administration of CDP training.**

**Recommended changes to this handbook may be addressed to:**

**Center for Domestic Preparedness  
ATTN: Office of Student Services  
P.O. Box 5100  
Anniston, AL 36205-5100**

**Telephone: 256-847-2134 / 2072  
FAX: 256-847-1985 / 2222  
Email: Rick.Dickson@dhs.gov**

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## GENERAL INFORMATION

The Center for Domestic Preparedness (CDP) is located in Anniston, Alabama, between the cities of Oxford and Jacksonville, in Calhoun County. The location of our Center is outlined on the enclosed map. This northeastern area of Alabama generally has a mild climate. Summer months are usually humid, and inclement weather may include thunderstorms and possibly tornados. Below is a climate table which lists temperature and precipitation averages for the area.

Month	Average High	Average Low	Average Precipitation	Rain/Snow Days
January	52.1 F	31.9 F	5.10 inches	11 days
February	57.4 F	34.9 F	4.72 inches	10 days
March	66.1 F	42.3 F	6.19 inches	11 days
April	74.8 F	49.5 F	4.96 inches	9 days
May	81.2 F	58.0 F	4.85 inches	10 days
June	87.5 F	65.6 F	3.73 inches	10 days
July	90.2 F	69.7 F	5.25 inches	12 days
August	89.5 F	69.0 F	3.59 inches	10 days
September	84.2 F	63.1 F	3.93 inches	8 days
October	74.8 F	50.7 F	2.81 inches	6 days
November	64.3 F	41.6 F	4.33 inches	9 days
December	55.9 F	35.3 F	5.12 inches	11 days

### Lodging

Dormitory lodging is provided at our training site. You will live in a single room with a full-size bed and adjoining shared bathroom. Maid service, telephone, in-room coffee service, televisions, and radios with built-in alarm clocks are included.

### Local Transportation

Transportation is provided to and from all training areas and support facilities on a scheduled basis. The Center Support Team operates a shuttle service with a 15-passenger van from 5:00 P.M. until 10:00 P.M. The shuttle operates on an as needed basis in and around the surrounding community. Emergency transportation requests should be directed to the Center Support Team as soon as the requirement is known.

## Driving to the CDP

The Center is approximately 90 miles west of Atlanta, Georgia and 60 miles east of Birmingham, Alabama. If traveling from the east, west, or south, the best access is Interstate 20 to Exit 185 in Oxford, then north on Alabama Highway 21 for approximately seven miles. From the north, the best route is U.S. Highway 431 South to Alabama Highway 21. Turn left on Highway 21 North and travel approximately 3 miles to Baltzell Gate-Fort McClellan, enter on the right.

Upon arrival, report to Building 277 (Lodging & Registration) not later than 4:00 P.M. Central Time. For security purposes, be prepared to show a photo ID. The location is outlined on the enclosed map.

**Note 1:** AUTHORIZED travel days are the FIRST and LAST day of the training week. Your training dates are reflected on the General Release Agreement.

**Note 2:** If you experience any difficulties (car trouble, traffic problems, etc.) contact the Center as soon as possible. Listed below are points of contacts during normal duty hours (M-F from 7:30 A.M. - 5:00 P.M. Central Time) and after duty hours (7 Days 5:00 P.M. - 7:30 A.M. Central Time) (numbers located at the end of the flying section).

## Flying

Upon arrival in Atlanta and after locating your luggage at the baggage claim terminal, please proceed to the South Baggage Claim Terminal (**next to carousel number 5**), where Center Support Personnel will meet you. **For security purposes, be prepared to show a photo ID.** All responders are scheduled to arrive in Atlanta prior to 3:00 P.M. Eastern Time. If all responders have not arrived by the time our bus departs, a member of the Center Support Personnel will remain at the airport to provide late arrival transportation.

Center Support Personnel will be identified by khaki slacks and either an open-collar knit shirt with a "Department of Homeland Security" logo on the upper-left chest area or a black jacket with the logo on the upper-right chest area. Once identification is established, you will be able to place your luggage in a secure holding area and move about the airport until the time of departure.

A meal voucher to a fast-food establishment in the airport is provided for the trip to the CDP.

It is imperative you do not change your arrival or departure time or date since individual transportation to and from the airport is not available.

Responders who experience travel difficulties or have problems locating Center Support Personnel should inform the Center as soon as possible so necessary arrangements for ground transportation can be made. Listed below are points of contacts during normal duty hours (M-F from 7:30 A.M. - 5:00 P.M. central time) and after duty hours (7 Days 5:00 P.M. - 7:30 A.M. central time).

## Normal Duty Hours

<u>Primary</u>	<u>Phone #</u>	<u>Secondary</u>	<u>Phone #</u>
Jyowanna Malone	1-866-213-9549	Rick Dickson	1-866-213-9545
Joyce Hollingsworth	1-866-213-9550	William Bell	256-847-2072
Kimberly Thomas	256-847-2064	Dan Cody	1-866-213-9553
Donna Lutes	256-847-2077	Tom Tidwell	1-866-213-9546
Christy Starks	256-847-1954	Dave Hall	1-866-213-9547
Jeannette Ingram	256-847-2078	Larry Johnson	1-866-213-9548
Janice Ivy	256-847-2198		
Kelly Griffith	256-847-2079		

## After Duty Hours

<u>Primary</u>	<u>Phone #</u>	<u>Secondary</u>	<u>Phone #</u>
Security	256-847-2400	Hospitality Desk	256-847-1900

## Meals

The CDP Dining Facility is located in Building 17. The Dining Facility offers a wide selection of breakfast, lunch, and dinner entrees. Our meal schedule is listed below (class events may require modification to this schedule):

Breakfast	5:30 A.M. - 7:30 A.M.
Lunch	At the training site
Dinner	5:30 P.M. - 7:30 P.M.

## Training Attire

Attire for training is casual for the duration of the course, and may include shorts and tennis shoes for summer months or blue jeans during cooler seasons. Classroom sessions will be held in air- conditioned facilities. During outdoor training, responders should consider wearing durable, work- type clothing. Uniformed personnel are at liberty to wear their uniforms.

## Physical Conditioning

The CDP requires each responder to be physically qualified to attend training. Our intent is to prevent undue risk to your health and safety. Due to heat and work conditions in Level A and C personal protective equipment, personal care and awareness are essential. The climate and altitude in Anniston may differ from your home environment. It becomes extremely hot and humid during the summer, and weather may change rapidly during the fall and winter months. Please take this into consideration before any form of strenuous exercise. Exercise safely and remember to hydrate yourself, before, during, and after exercising.

## Medical Requirements

In accordance with the medical screening form, the following medical conditions will preclude participation in Toxic Agent Training and certain portions of Lanes Training:

- High blood pressure (>150/90)
- Facial hair (no facial hair that comes between the sealing surface of the facepiece and the face is allowed). OSHA regulation 29 CFR 1910.134. [29 CFR 1910.134 (g)(1)(A)] & 29 CFR 1910.134 Appendix A 'Fit Testing Procedures (Mandatory)', point #9.
- Heat injury within 72 hours of beginning training

**NOTE:** *Contact lenses are authorized for wear by OSHA 29 CFR 1910.134 (Respiratory Protection). The Center has some optical inserts for the Air Purifying Respirator (US Army M40 protective mask). Any responder who requires corrected vision and is unable to find a pair of optical inserts is allowed to participate in the toxic agent training if they are comfortable wearing the mask without corrected vision. You may bring your own inserts if they are for the Army M40 protective mask.*

### **Personal Injury/Illness**

If you become injured or ill during training, notify the nearest CDP staff member immediately. After duty hours, notify the Hospitality Center Front Desk at 847-1900. Your orientation packet contains a listing of emergency telephone numbers. Do not hesitate to call the emergency numbers. There are several hospitals and urgent care facilities in the area (Jacksonville Hospital, Stringfellow Memorial Hospital, and Northeast Alabama Regional Medical Center). If you use prescription medication, bring enough for the duration of your training. The individual responder is responsible for any medical treatment costs incurred.

### **Personal Mail**

Due to the short duration of the courses, personal mailboxes are not available. The Center Support Staff can post outgoing mail for you. If the receipt of personal mail is absolutely necessary, it should be sent to:

Center for Domestic Preparedness  
ATTN: Responder Name  
Course Name/Number  
P.O. Box 5100  
Anniston, AL 36205-5100

### **Official Telephone Calls**

Telephones are available for official telephone calls only. Calls should be coordinated with the Center Support Staff.

### **Personal Telephone Calls**

Personal calls are made at your expense. If circumstances require an immediate emergency call, notify the Center Support Staff. Responder lodging rooms are equipped with telephones for both incoming and outgoing calls. Outgoing long distance calls must be billed to an "800" service or to a credit card.

### **Emergency Incoming Calls**

Emergency messages may be received at the following numbers:

Monday - Friday 7:30 A.M. - 4:30 P.M.	(256) 847-2134/2072
24 Hours	(256) 847-1900 (Front Desk)

### **Internet Access**

Internet access terminals are available at no charge in the Day Room of Building 21. You may use these terminals to check your personal e-mail, conduct Internet research, etc.

### **Leisure Hours and Conduct**

While attending this training, you are a professional representing your jurisdiction and are expected to maintain the highest standards of conduct both on and off-duty.

### **Fitness Facilities**

Truman Gym is located adjacent to the Center. The facility is owned and operated by the City of Anniston. The Center provides courtesy passes for responders attending training. Passes to use Truman Gym are available at the Registration desk (Building 277). The gym is open daily until 9:00 P.M. The following activities are available at Truman Gym:

- Heated indoor pool
- Racquetball
- Sauna
- Nautilus room
- Free-weight room
- Basketball

A Fitness Center is located one mile from the Responder Recreation Hall. The center is open daily until 9:00 P.M. This is also a City of Anniston facility. The following activities are available at the Fitness Center:

- Nautilus
- Sauna
- Sauna-Vibe Massage
- Cardio room
- Free weights

### **Banking Facilities**

The Fort McClellan Credit Union has an ATM located near the Post Office on the McClellan property (old Commissary and PX complex). There are numerous other banking institutions within the local area. If you need to visit one of these establishments during training hours, coordinate with the Center Support Staff.

## **Cameras and Photography**

You may bring your photography equipment to the CDP. However, photographic equipment may not be used in the COBRA Training Facility or other Restricted/Sensitive Areas.

A class photo will be taken during your course and can be purchased for \$12.00.

## **Security**

As professionals, security and safety guidelines are part of your daily work requirements. The information presented below is intended to provide you with a safe and secure training environment.

## **CDP Property**

All CDP property should be secured when not in use. If you see an item that you think should be secured, please notify a CDP staff member.

## **Personal Property**

Personal property should be secured in your room while you are in training. There are no additional means to secure your valuables. The safeguarding of personal valuables is your responsibility.

## **Safety**

### **Director's Policy on Safety (Summary)**

Nothing is worth the accidental loss of a life, personal injury, damage to personal or government property, or destruction of the environment. Risk management must be fully integrated into all training. The basis for achieving a safe working/training environment is a partnership between you, your fellow responders, and our staff. Safety is always our number one priority. While attending courses at the Center, remain cognizant of your environment and actions. Responders are encouraged to bring unsafe situations/safety violations to the attention of any CDP staff member.

Lodging - The lodging areas have fire alarms and detectors installed. Please review the fire evacuation plan posted in your room upon check-in. If you hear the fire alarm, follow the instructions on the evacuation plan.

Classrooms - Fire evacuation plans are posted in the classrooms. In case of a fire in a classroom, follow the instructions of the staff and/or the posted plan.

Training Facilities - Fire evacuation plans are posted in the training areas. In case of a fire in the training area, follow the instructions of the CDP staff and/or the posted plan.

***Note: Upon arrival of firefighters and/or police, please follow their instructions.***

## **Training Areas/Facilities**

You are not authorized to enter any range, training area, or training facilities without prior CDP approval.

## **Environmental Orientation**

The CDP is surrounded by a natural environment containing mountainous terrain, plants, animals, and insects that may cause some personal discomforts and can present health and safety hazards.

Two areas of concern are plants (poison oak, poison ivy, and poison sumac) and animals/insects (poisonous snakes, ticks, ants, and scorpions). During registration, information cards are provided detailing prevention measures for these hazards. Please take time to read the information before training.

## **Personal Weapons**

Firearms and other personal weapons are not required for training and are not authorized at the Center for Domestic Preparedness. Transportation of any weapon onto the Federal facility or possession of any weapon on Center property is cause for immediate dismissal from training and notification of local law enforcement agencies.

## **Vehicle Safety (Summary)**

Seatbelt use is mandatory while traveling in any CDP vehicle and is an Alabama State Law. Posted speed limits will be obeyed.

The area formerly known as Fort McClellan is used by the Department of Defense as a military training area. Refrain from contacting military personnel, units, and visiting training areas unless you have been previously cleared for these activities.

### **Alcoholic Beverage Policy (Summary)**

The minimum age for consumption of alcoholic beverages in the State of Alabama is 21 years. There is no exception to the law at the CDP. Alcoholic beverages at the “Responder Lounge” (Building 251) will be consumed inside the lounge, or in the patio area provided. Alcohol purchased at the lounge will not be removed from these areas. Serving of alcoholic beverages at organized functions outside a lounge facility must be approved by the Director, CDP, prior to the event. No other consumption of alcoholic beverages in CDP public areas is permitted.

### **Federal Facility Smoking Policy**

Smoking in Federal facilities is prohibited. Each building has a designated outdoor smoking area.

### **Illegal Drug Use (Summary)**

Illegal drug use will not be tolerated at the CDP.

### **Environmental Policy (Summary)**

The CDP staff and responders will give immediate priority to compliance with all federal, state, and local environmental laws and regulations. Environmental considerations are integrated into all training decisions. Responders are encouraged to pursue an active role in addressing environmental quality issues while training at the CDP.

### **Director’s Policy on Prevention of Sexual Harassment (Summary)**

Sexual harassment is a form of sex discrimination and is prohibited by Federal law. Professionals at all levels are responsible for setting the example in maintaining an environment which is free from harassment based on gender, race, color, religion, national origin, age, disability, and sexual orientation. Each individual should be able to work/train in an atmosphere unobstructed by discrimination, intimidation, or harassment and such conduct will not be tolerated. All complaints of harassment will be investigated promptly and impartially.

All professionals must focus their efforts on providing an environment free from violence, threats of violence, harassment, intimidation, or other disruptive behavior. The staff of the CDP will maintain open communication with all personnel and foster an atmosphere of care and concern. Staff members and responders should be alert for behavior patterns which could lead to violence. All reports of violence or potential violence will be taken seriously and will be dealt with appropriately. Any responder who jeopardizes the safety of the training environment through hostile language or acts will be removed from training and returned to their jurisdiction without receiving credit for attendance and training. They will also be prohibited from attending future CDP training.